BRAILLE AUTHORITY OF NORTH AMERICA

FALL 2010 MEETING

Saturday, October 30, 2010, 9:00 A.M. – 5:00 P.M.
Sunday, October 31, 2010, 9:00 A.M. – 5:00 P.M.
Monday, November 1, 2010, 9:00 A.M. – 4:30 P.M.
Hosted by CNIB (Canadian National Institute for the Blind)
Meeting Site: CNIB; Toronto, Ontario

Approved Minutes

1 Call to Order: Judy Dixon

BANA Chairperson Judy Dixon called the meeting to order at 9:00 A.M. on Saturday, October 30, 2010.

2 Welcome from CNIB

Dr. Keith Gordon, CNIB's Vice President of Research and Service Quality welcomed the BANA Board and observers and thanked those who contributed to the success of the CNIB Conference.

Judy thanked Dr. Gordon and Darleen Bogart, CNIB representative to BANA, for their hospitality and for making their Board Room and other facilities available. She also thanked them for sharing time and space following the 2010 CNIB Conference for the BANA Open Forum, which was held on Friday afternoon, October 29. A report of this Open Forum is appended to these minutes.

3 Seating of BANA Board Members Representing ACB, AFB, CCBVI, NBA, and NFB

The reappointment of the following Board Members through 2013 was confirmed:
ACB**:** Kim Charlson
AFB: Frances Mary D'Andrea
CCBVI: Doug Jacques
NBA: Cindi Laurent
NFB: Jennifer Dunnam

4 Self-Introductions: Representatives and Observers

- Judith (Judy) Dixon, National Library Service for the Blind and Physically Handicapped, Library of Congress (NLS), Chair
- Susan (Sue) Reilly, California Transcribers and Educators of the Blind and Visually Impaired (CTEVBI), Vice Chair
- Mary Nelle McLennan, American Printing House for the Blind (APH), Secretary
- Bonnie Grimm, Braille Institute of America (BIA), Treasurer
- Kim Charlson, American Council of the Blind (ACB), Immediate Past Chair

- Darleen Bogart, CNIB (Canadian National Institute for the Blind)
- Mary (May) Davis, Associated Services for the Blind (ASB)
- Frances Mary (FM) D'Andrea, American Foundation for the Blind (AFB)
- Jennifer Dunnam, National Federation of the Blind (NFB)
- Doug Jacques, Clovernook Center for the Blind and Visually Impaired (CCBVI)
- Cindi Laurent, National Braille Association (NBA)
- Diane Wormsley, Association for Education and Rehabilitation of the Blind and Visually Impaired (AER)

Joanna Venneri attended in her role as Administrative Assistant.

BANA Representatives Not in Attendance:
- Jefferson Lyons, National Braille Press (NBP)

Associate Members in Attendance: None

Associate Members Not in Attendance:
- Sharlyn Ayotte, T-Base Communications
- Maria Stevens, Royal New Zealand Foundation of the Blind

Observers:
- Nancy Barker, Canada
- Jill Cooter, Canada
- Debbie Gillespie, Canada
- Tom Keith, Canada
- Phyllis Landon, Canada
- Bonnie and Warren Read, Canada

5 Meeting Arrangements: Darleen Bogart.

On behalf of host agency CNIB, Darleen Bogart reviewed arrangements for the meeting, including meal arrangements and transportation to and from the hotel.

6 Board's Liability Statement: Mary Nelle McLennan

Secretary Mary Nelle McLennan read the following statement:
BANA indemnifies its Officers and Board of Directors and holds them harmless from all claims of every kind, including court expenses, attorneys' fees, and the claimed amount arising from the performance of their duties as Officers and Directors except for their own acts of dishonesty and gross negligence. (Adopted March 30, 1987)

7 Agenda Approval: Judy Dixon

The Board approved the agenda as distributed.

MSC: Frances Mary D'Andrea made a motion to approve the minutes of the Board's August 23rd conference call meeting. Kim Charlson seconded the motion.

GC: The Board agreed to hold a conference call meeting at 1:00 P.M. EST on Tuesday, February 8, 2011, and agreed to hold such telephone meetings in the quarters when the Board does not meet face-to-face.

8 Braille Formats Technical Committee ..... Lynnette Taylor
Sue Reilly, Board Liaison to the committee, read the report.

MSC: Jennifer Dunnam made a motion to discard Charge #6. Darleen Bogart seconded the motion.

> [Charge #6 (5/1/1998) To develop a basic format guideline in conjunction with Literary Braille Technical Committee within one year after publication of Braille Formats, estimated to be in the fall of 1999.]

Email Motion 2010 – #7, MSC:
Date Closed: October 19, 2010
On October 11, 2010, a motion was made by Frances Mary D'Andrea and seconded by Kim Charlson that the Formats document review start October 18 and run for 105 days, with reviewer comments to be due Monday, Jan. 31. The deadline for this vote is Tuesday, October 19 at 9:00 A.M. The motion passed with 10 Board Members voting to approve. Laurent and Lyons did not vote.

Sue Reilly reported that the review of the revision of the Formats publication is underway and that there are a total of 24 reviewers plus BANA Board members.

MSC: Diane Wormsley made a motion that Charge #114 be accepted as DONE and removed from the list. Jennifer seconded the motion.

> [Charge #114 (4/17/2005) When preparing copies of rule changes with examples to be submitted to BANA for approval in collaboration with Publications Committee. The committee's rationale for changes should be included in accompanying document.]

MSC: Frances Mary D'Andrea made a motion that Charge #117 be accepted as DONE and removed from the list. Kim Charlson seconded the motion.

> [Charge #117 (4/17/2005) to clarify How to Handle Spread Sheets with Column Headings]

MSC: Kim Charlson made a motion that Charge #128 be accepted as DONE and removed from the list. Frances Mary D'Andrea seconded the motion.

[Charge #128 (11/3/2005) That the final draft of the spreadsheets rule be prepared for the technical committee review process, including the exact reference of where it will be inserted, and in context, using specific language and numbering]

MSC: Kim Charlson made a motion that Charge #171 be accepted as DONE and removed from the list. Frances Mary D'Andrea seconded the motion.

[Charge #171 (5/15/08) to prepare guidelines for the production and formatting of menus.]

MSC: Darleen Bogart made a motion that Charge #172 be accepted as DONE and removed from the list. Frances Mary D'Andrea seconded the motion.

[Charge #172 (5/15/08) work with the CBC committee to create guidelines for the transcription of screen shots, web pages, and other displays captured from electronic media.]

MSC: Kim Charlson made a motion that the disposition of Charge #186 be changed from DONE to WAITING. Darleen Bogart seconded the motion.

[Charge #186 (3/15/09) Work collaboratively with the Literary Technical Committee on the creation of the appendix that will list any symbols currently in Braille Formats that are not in EBAE and to add other selected symbols from Nemeth code for science and mathematics.]

MSC: Sue Reilly made a motion that the Board approve $5,000.00 to cover expenses of a face-to-face meeting of the Formats Committee to consider and resolve the comments from the document review. Frances Mary D'Andrea seconded the motion.

MSC: Frances Mary D'Andrea moved that the Board reappoint Lynnette Taylor as Chair of the Formats Committee, a four year term ending in 2014. Jennifer Dunnam seconded the motion.

MSC: Darleen Bogart made a motion that the Board reappoint Deborah Brown, Susan Christensen, and Sandy Smith as members of the Formats Committee for 2-year terms ending in 2012. Cindi Laurent seconded the motion.

MSC: Darleen Bogart made a motion that the Board reappoint Debbie Gillespie as a member of the Formats Committee for a 1-year term ending in 2011. Cindi Laurent seconded the motion.

The Board was not clear about Dorothy Worthington's status—whether she's a committee member or consultant. Sue will check on this.

9 Computer Braille Technical Committee (CBC).....Melissa Hirshson
Judy Dixon, Board Liaison to the committee, read the report, which is on file.

Concerning Charge #78, the committee report indicated that the committee has been in discussions about the continuation indicator and is divided over its usage. The committee asked the Board's advice on how to bring further opinions from the field to the committee. Consideration of this request was deferred to the portion of the meeting in which the Braille Research Committee reports.

> [Charge #78 (5/11/2003) that the CBC Technical Committee look at the use of the continuation indicator and any other CBC symbols for which the rules of usage may need to be modified and report back to the board.]

MSC: Frances Mary D'Andrea made a motion that the Board reappoint Sandra Ruconich and Betty Teachman as members of the Computer Braille Technical Committee for 2-year terms ending in 2012. Kim Charlson seconded the motion.

MSC: Frances Mary D'Andrea made a motion that the Board reappoint Melissa Hirshson as Chair of the Computer Braille Technical Committee for a 4-year term ending in 2014. Darleen Bogart seconded the motion.

10 Crafts and Hobbies Technical Committee.....Marcy Ponzio
May Davis, Board Liaison to the committee, read the report, which is on file.

MSC: Frances Mary D'Andrea made a motion that Jill Pariso and Melissa Hirshson be reappointed for 2-year terms ending in 2012. Cindi Laurent seconded the motion.

MSC: May Davis made a motion that Camille Caffarelli be appointed Chair for a 4-year term ending in 2014. Kim Charlson seconded the motion.

GC: The Board agreed that the new committee chair suggest an additional member of the committee.

11 Ad Hoc Foreign Language Committee ..... Ann Kelt
Judy Dixon read the report, which is on file, and reported that Eileen Curran continues to serve as the liaison to the committee.

Email Motion 2010 – #4, MSC
Date Closed: July 9, 2010, at 9:00 A.M. Eastern time.
On July 2, 2010, Chair Judy Dixon called for a vote on an email motion made by Eileen Curran and seconded by Frances Mary D'Andrea that BANA give Jill Cooter permission to use the Draft BANA Foreign Language Rules for a 1-hour workshop at the CNIB Braille Conference in October 2010, provided the material is clearly labeled "DRAFT." The deadline for this vote

was Friday, July 9 at 9 A.M. Eastern time. The motion passed with the following Board Members voting to approve: Bogart, Charlson, Curran, D'Andrea, Davis, Grimm, Jacques, McLennan, Reilly, and Wormsley. Board members Dunnam and Laurent did not vote by the deadline.

MSC: Darleen Bogart made a motion that the Board encourage the Foreign Language Committee to communicate through conference calls and that we approve $100.00 in the budget to cover the cost of these conference calls. Cindi Laurent seconded the motion.

12 Literary Braille Technical Committee .....Martha Pamperin
Darleen Bogart, Board Liaison to the committee, read the report, which is on file.

MSC: Frances Mary D'Andrea made a motion that the disposition of Charge #88 be changed from DONE to DISCARD and that it be removed from the current list. Jennifer Dunnam seconded the motion.

> [Charge #88 (11/14/2003) to contact braille readers soliciting feedback on proposed symbols and soliciting their thoughts on suggested changes.]

Darleen Bogart reported that Julia Moyer has resigned from the committee and that Nancy Barker has completed her term and will not be able to continue on the committee. She also reported that Martha Pamprin, committee chair, has completed her term.

The Board met *in camera* to deliberate action on the committee report.

GC: Following the deliberation, Board members Charlson, D'Andrea, Dixon, Dunnam, Jacques, and Wormsley were appointed to an ad hoc committee which would meet one time to discuss the growing need for future changes to the braille code. This committee was asked to make recommendations for any actions needed to be taken by the Board.

MSC: Darleen Bogart made a motion that no new appointments or changes be made in the membership of the Literary Braille Technical Committee at this time. Sue Reilly seconded the motion.

GC: As Board Liaison to the Literary Braille Technical Committee, Darleen Bogart will coordinate committee activities until committee appointments are made.

14 Music Braille Technical Committee ..... Lawrence Smith
Jennifer Dunnam, Board Liaison to the committee, read the report, which is on file.

MSC: Jennifer Dunnam made a motion that the Board reappoint Dan Geminder, Beverly McKenney, and Harvey Miller as members of the Music

Braille Technical Committee for 2-year terms ending in 2012 and reappoint Lawrence Smith as Chair of the Music Braille Technical Committee for a 4-year term ending in 2014. Cindi Laurent seconded the motion.

MSC: Jennifer Dunnam made a motion that the Board approve the following ruling as recommended by the Music Braille Technical Committee. Frances Mary D'Andrea seconded the motion.

> Approved Ruling: Regarding Par. 23.3 of Music Braille Code 1997, the committee recommends amending the statement that a string sign is brailled before an opening bracket slur to "A string sign is positioned before an opening bracket slur in music for a bowed string instrument, but following an opening bracket slur in music for a plucked string instrument."
>
> Regarding section 23.11.2, the committee recommends amending the statement that the artificial harmonic sign cannot be doubled to "The artificial harmonic sign may be doubled in music for a plucked string instrument, but may not be doubled in music for a bowed string instrument."

13 Mathematics Technical Committee.....Dorothy Worthington
Cindi Laurent, Board Liaison to the committee, read the committee report, which is on file.

GC: Cindi Laurent will contact Chair Dorothy Worthington to clarify the status of Charge #89.

> [Charge #89 (11/14/2003) to complete the charge regarding Graphing Calculator Guidelines which could include when and how to include such material in a transcription.]

GC: Cindi Laurent will suggest that Charge #101 be resolved by committee endorsement of the Periodic Table of Elements produced by the American Printing House for the Blind.

> [Charge #101 (11/5/2004) to develop guidelines for producing the Periodic Table of Elements by reviewing the current methods of transcribing such material and recommending a standardized format by Fall of 2005

MSC: After consulting with committee chair Dorothy Worthington, Cindi Laurent moved that part (c) of *Tables & Keys, §187. Keying Technique* be changed to read: "An alphabetic key may not be used if any of the print entries in the table are made up of two lower case letters. In that case, a numeric key must be used." Frances Mary D'Andrea seconded the motion.

MSC: Cindi Laurent moved that the disposition of Charge #153 be changed to DONE and removed from the current list. Frances Mary D'Andrea seconded the motion.

[Charge #153 (4/13/2007) To amend the Nemeth Code requirements for Tables and Keys]

MSC: Frances Mary D'Andrea moved that the Board accept Charge #183 as DONE and that it be removed from the current list. Cindi Laurent seconded the motion.

[Charge #183 (3/15/2009) 1. To define the correct way to transcribe abbreviations consisting of letter/number or number/letter combinations, such as "mp3 player." 2. To devise a contracted form for underlining a single digit or letter partially complete.]

MSC: Cindi Laurent moved that the Board charge the committee with devising a shortened form for underlining a single digit or letter. Darleen Bogart seconded the motion.

MSC: Cindi Laurent moved that the Board reappoint Joanne Baldwin, Allison O'Day, and Susan Osterhaus as members of the Mathematics Technical Committee for 2-year terms ending in 2012. Diane seconded the motion.

MSC: Cindi Laurent moved that the Board reappoint Dorothy Worthington as Chair of the Mathematics Technical Committee for a 4-year term ending in 2014. Kim Charlson seconded the motion.

MSC: Cindi Laurent moved that the Board appoint Jacquie Walker as a member of the Mathematics Technical Committee for a 2-year term ending in 2012. Diane Wormsley seconded the motion.

Cindi Laurent reported that a group in Puerto Rico has begun a translation of the Nemeth Code into Spanish and is interested in having BANA publish it. The Board discussed the feasibility of doing so, and then passed the following motion:

MSC: Cindi Laurent moved that, after considering the publication of a Spanish edition of the Nemeth Code, the BANA Board determined that there are not the available resources to take on this project at this time. Diane Wormsley seconded the motion.

15 **Refreshable Braille Technical Committee ..... Caryn Navy**
Jennifer Dunnam, Board Liaison to the committee, read the report, which is on file.

MSC: Jennifer Dunnam moved that the Board charge the Refreshable Braille Technical Committee with developing a process for communicating with producers of software that generates contracted electronic braille to

provide feedback and assist them to create correctly contracted braille. Frances Mary D'Andrea seconded the motion.

Jennifer Dunnam reported that Catherine Thomas has resigned from the committee.

MSC: Frances Mary D'Andrea moved that the Board reappoint Imke Durre as committee member of the Refreshable Braille Technical Committee for a 2 year term expiring in 2012. Darleen Bogart seconded the motion.

16 **Ad Hoc Committee on Braille Signage and Labeling .....Kim Charlson**
Kim Charlson, Committee Chair, read the report, which is on file.

MSC: Kim Charlson moved that Mike Sivill be appointed as a member of the Ad Hoc Committee on Braille Signage and Labeling for a 2-year term expiring in 2012. Frances Mary D'Andrea seconded the motion.

17 **Ad Hoc Committee on Early Literacy Materials (ELMP)…. Betsy Burnham**
Diane Wormsley, Board Liaison to the committee, read the report, which is on file.

Diane Wormsley reported that committee chair Betsy Burnham and committee member Ann MacCuspie have resigned from the committee.

MSC: Diane Wormsley moved that the Board appoint Bonnie Read as Chair of the committee with a 4-year term ending in 2014. Darleen Bogart seconded the motion.

The Board noted that this committee needs a braille-reading member and a member who is a teacher at the primary level.

Diane Wormsley explained that a number of issues in the document on *Promising Practices for Transcribing Early Literacy Textbooks, Kindergarten, First, Second, and Third Grades* remain unresolved before it can be presented for review.

GC: The Board agreed that Diane Wormsley will determine the status of Diane Spence as consultant to this committee and also agreed to leave the committee composition as it stands with the understanding that special attention will be taken to include braille readers and primary-level teachers in the review process."

18 **Ad Hoc Committee on Standardized Tests ..... Diane Spence**
Bonnie Grimm, Board Liaison to the committee, read the report, which is on file.

GC: The Board agreed to add $200.00 to the budget to cover the cost of conference calls for the Ad Hoc Committee on Standardized Tests.

19 Ad Hoc Committee on Uncontracted Braille Transcription Guidelines: Sue Reilly

Sue Reilly, Committee Chair, read the report, which is on file.

Jill Cooter has located an early (circa 1980) draft of guidelines for producing uncontracted braille. Sue Reilly will distribute copies for the committee to consider as they pursue formulating guidelines.

21 Nominating Committee .....Kim Charlson

Kim Charlson read the committee report, which is on file.

MSC: Diane Wormsley moved that the Board adopt the slate of Board officers as presented in the Nominating Committee report. Frances Mary D'Andrea seconded the motion. The elected slate is:

Chair: Judy Dixon
Vice Chair: Mary Nelle McLennan
Secretary: Jennifer Dunnam
Treasurer: Bonnie Grimm
Past Chair: Kim Charlson

Darleen Bogart expressed the Board's appreciation for Judy Dixon's willingness to continue to serve as Chair. Mary Nelle McLennan also thanked Judy and expressed appreciate to NLS for the resources they have shared with BANA. She also mentioned concern that this kind of support will be difficult to replace when Judy's tenure as Chair ends. The Board agreed with this concern and will consider this in its strategic planning on Monday, November 1.

23 Bylaws Committee..... Darleen Bogart

Darleen Bogart, Committee Chair, presented the report, which is on file.

No action was required.

24 Education and Outreach Committee..... Frances Mary D'Andrea

Frances Mary, Committee Chair, read the report, which is on file.

Email Motion 2010 – #5
Date Closed: Scheduled to close August 19, but vote was completed by August 16, 2010
On August 12, 2010, a motion was made by Frances Mary D'Andrea and seconded by Kim Charlson that BANA place a quarter-page add in the fall NBA program at a cost of $25. The deadline for the vote on this motion was August 19 at 9 A.M. Eastern Time. The motion passed unanimously with all Board members except the Chair voting.

GC: The Board assigned the Education and Outreach Committee the responsibility of managing BANA's presence on social networking sites with trial pages on Twitter and Facebook.

GC: BANA's next Open Forum will be on Thursday, March 31, 2011, from 5:30 P.M. to 7:00 P.M. at the meeting hotel in Cincinnati.

Bonnie Grimm reported that the Braille Institute will contribute the printing of future documents that the committee develops for exhibits and distribution.

MSC: Frances Mary D'Andrea moved that Cindi Laurent be appointed as a member of the Education and Outreach Committee. Diane Wormsley seconded the motion.

October 31, 2010
Day 2

Chair Judy Dixon called the meeting to order and welcomed observers Jill Cooter, Phyllis Landon, Tom Keith, and Bonnie and Warren Read.

20 Tactile Graphics Technical Committee.....Lucia Hasty
Mary Nelle McLennan, Board Liaison to the committee, read the report, which is on file.

MSC: Mary Nelle McLennan moved that the Board approve and adopt the proposed *Guidelines and Standards for Tactile Graphics 2010* through an email vote that would remain open until 12:00 PM EST, Sunday, November 7, 2010. Darleen Bogart seconded the motion.

Email Motion 2010 – #8, MSC:
Date Closed: November 7, 2010
On October 31, 2010, a motion was made by Mary Nelle McLennan and seconded by Darleen Bogart that the BANA Board approve and adopt the Guidelines and Standards for Tactile Graphics 2010. The deadline for this vote is Sunday, November 7, 2010, at noon Eastern Time. The motion passed unanimously with a vote of all Board Members except the Chair.

GC: The Board agreed to postpone the reconstitution of the Tactile Graphics Technical Committee and to handle the appointments through an email vote.

MSC: Mary Nelle McLennan moved that Charge #92 and Charge #127 be accepted as DONE and removed from the master list of current charges. Frances Mary D'Andrea seconded the motion.

[Charge #92 (11/14/2003) That BANA and CBA continue work on this project to develop tactile graphics guidelines]

[Charge #127 (4/17/2005) to work in conjunction with the Mathematics Committee to include guidelines for all tactile graphics for mathematics.]

MSC: Frances Mary D'Andrea moved that the Board issue a new charge to the Tactile Graphics Technical Committee and that this new charge is to respond to questions and inquiries regarding the Tactile Graphics Guidelines. Cindi Laurent seconded the motion.

25 Publications Committee..... Mary Nelle McLennan
Mary Nelle McLennan, Committee Chair; read the report, which is on file.

MSC: Diane Wormsley moved that the Board reappoint Sandy Smith and Debra Sewell as members of the Publications Committee for 2-year terms ending in 2012. Frances Mary D'Andrea seconded the motion.

MSC: Diane Wormsley moved that the Board reappoint Mary Nelle McLennan as Chair of the Publications Committee for a 4-year term expiring in 2014. Frances Mary D'Andrea seconded the motion.

MSC: Kim Charlson moved that the Board amend Charge #194 to read: a.) Coordinate links to web sites between member organizations and BANA and vice versa; b.) Solicit and post profiles of member organizations for the BANA web site.

[#194 (3/15/2009) 1. Put BANA member organization logos on the BANA web site; 2. Coordinate links to web sites between member organizations and BANA and vice versa; 3. Solicit and post profiles of member organizations for the BANA web site.]

GC: The Board agreed to move $2,000.00 from the committee's 2010 budget to the 2011 budget to cover the cost of a face-to-face meeting of the Publications Committee for the purpose of completing the revision and expansion of the BANA production specifications.

22 BANA Braille Research Committee..... Diane Wormsley
Diane Wormsley, Committee Co-Chair, read the committee report, which is on file.

MSC: Diane Wormsley moved that the disposition of Charge #148 and Charge #161 be changed from TBA to DISCARD and that they be removed from the list of current charges. Frances Mary D'Andrea seconded the motion.

[Charge #148 (10/22/2006) developing a formalized set of procedures for soliciting input from braille users and other constituents when new rules or symbols are proposed.]

[Charge #161 (4/13/2007) Develop a process for testing the decision tree outlined in “Proposed BANA Guidelines to Technical Committees for Assessing Impact of Proposed Changes and the Need for Research.”]

MSC: Frances Mary D’Andrea moved that the disposition of Charge #162 be changed to “DISCARD” and that it be removed from the list of current charges. Mary Nelle McLennan seconded the motion.

[Charge #162 (4/13/2007) At the request of the BANA board, compile and report on research which has been conducted in specific areas related to braille usage and the braille code, including how this research might direct BANA in decision making.]

MSC: Frances Mary D’Andrea moved that the Board charge the Braille Research Committee with working with CBC to determine a strategy for obtaining feedback from braille readers on the use of the continuation indicator in the Computer Braille Code. Diane Wormsley seconded the motion.

Diane Wormsley reported that Rob Wall Emerson has expressed his willingness to step off the committee. Diane suggested that Robin Wetzel might also be willing to step off the committee to create positions for new members. Diane will consult Robin about this and will inform the BANA chair of the resulting decision.

MSC: Frances Mary D’Andrea moved that the Board appoint Tessa Wright and Cheryl Kamei Hannan as members of the Braille Research Committee for 2-year terms ending in 2012. Diane Wormsley seconded the motion.

27 Secretary's Report

Secretary Mary Nelle McLennan read into the record four motions that had been voted on by email. Those motions are reflected within their respective topics in the minutes of this meeting.

Email Motion 2010 – #6
Date Closed: September 3, 2010
Motion: On August 26, 2010, Mary Nelle McLennan made a motion that the Board approve the minutes of the spring 2010 Board meeting as distributed. Kim Charlson seconded the motion. The deadline for the vote on this motion was September 3, 2010, at 1:00 P.M. The motion passed with eleven Board Members voting. Lyons did not vote.

27 Treasurer’s Report ..... Bonnie Grimm

Treasurer Bonnie Grimm led the Board in final preparation of the 2011 budget.

Bonnie also reported that the discrepancy regarding the payment of BANA's ICEB dues remains unresolved.

MSC: Bonnie Grimm moved that the Board approve the 2011 budget. Diane Wormsley seconded the motion.

Report Regarding Previous Discussion about Necessity of Changes in Braille

Jennifer Dunnam reported on a meeting held the previous evening, October 30, by the ad hoc group appointed to formulate a plan for determining the process for decisions regarding the future direction of braille. After considerable discussion, the group agreed that the Education and Outreach Committee is the most logical group to put forth the necessary communications regarding the Board's growing concern over the need for changes to the braille code.

MSC: Frances Mary D'Andrea moved that the Board charge the Education and Outreach Committee with the following new responsibility: Given the growing complexity of all aspects of braille production and the various options being proposed to resolve these issues, the committee is charged with gathering information and data about the need for major braille code changes, communicating with constituents, and obtaining feedback about the future direction of braille codes. Cindi Laurent seconded the motion.

32 BANA Archives ..... Frances Mary D'Andrea

Frances Mary D'Andrea reported that Mike Hudson, the Museum Curator at APH, would like to meet with the BANA Board to continue the discussion of the BANA archives. She will pursue having him join the Board at the spring 2011 meeting, which will be in Cincinnati.

33 Awards Committee

Judy Dixon reported that Darleen Bogart has agreed to serve as the chair of the Awards Committee. She will convene a meeting of the committee to explore the feasibility of selection and presentation of the BANA award in 2011.

32 Press Releases ..... Sue Reilly

Sue Reilly reported that she has two press releases near completion. The Board discussed the topics that need to be distributed through press releases and determined that the next release should detail the fall 2010 meeting and the election of officers. Following that release, a press release should announce the changes in the CBC special symbols page. Other topics for press release are approval of the tactile graphics guidelines and the results of the NUBS evaluation.

32 Unified English Braille (UEB) Update ..... Darleen Bogart

ICEB has established a code maintenance committee, and Phyllis Landon of Canada has been appointed Chair of that committee. The committee was constituted in July 2010.

37 International Braille Organizations

37.1 International Council on English Braille (ICEB) – Darleen Bogart

Darleen Bogart reported that RNIB hosted a meeting of the Executive Committee of ICEB in Birmingham, England, in July, following the Sight Village exposition. The bylaws committee reported. The UEB Committee gave its final report, and the code maintenance committee was constituted. The UEB Rulebook was published in June at the meeting of the Australian Braille Authority. Countries that have implemented UEB reported on their progress. She also reported that the Braille Authority of New Zealand has expanded to become the AoTEAROA Trust.

37.2 World Braille Council (WBC) – Judy Dixon

The next meeting will be held in Delhi, India, in January 2011. The WBC is working on a number of things that include:

- A conference in Leipzig, Germany, on September 27 through 30, 2011.
- Braille innovations
- A bibliography of braille research
- An international document on braille signage

38 Spring 2011 Meeting..... Doug Jacques

The spring 2011 BANA Board Meeting, which will be hosted by Clovernook Center for the Blind and Visually Impaired, will be held in Cincinnati, Ohio. The Open Forum will be held at the meeting hotel on Thursday, March 31, 2011, from 5:30 P.M. to 7:00 P.M. The Board will meet Friday, April 1, through noon on Sunday, April 3. The Friday meetings will be held at Clovernook.

39 Fall 2011 Meeting.....Cindi Laurent

NBA was slated to host the fall 2011 Board Meeting, but because NBA will not hold a conference at that time, NFB has agreed to exchange its spring 2012 hosting date with NBA. The tentative dates are November 4 through 6, 2011, in Baltimore, Maryland.

40 Future BANA Meetings

The spring 2012 Board Meeting will be held in conjunction with the NBA Spring Board Meeting, which will be March 18 through 24. The BANA Board Meeting is tentatively set for March 25 through 28th.

Conference Call Services

Doug Jacques reported on his investigation into conference call services and determined that Conference Plus charges 3.5 cents per minute per line. He will set up an account and will notify Judy and Kim when it has been established.

43 Around the Table – All BANA Representatives

Members of the BANA Board reported briefly on activities and initiatives of their respective organizations.

The meeting was adjourned.

November 1, 2010
Day 3

On Monday, November 1, Rosemary Kavanagh of ERK Consulting conducted a full-day workshop on strategic planning. The four strategic initiatives adopted by the Board are:

- Strengthen the Organization: Build capacity to sustain initiatives through staffing and funding resources
- Resolve position on braille
- Increase influence as a standards-setting body with producers, publishers, technology-builders, and consumers
- Build effective communication: shape the message about the evolving nature of braille.

GC: The Board appointed a Strategic Planning Implementation Team comprised of Diane Wormsley, Chair; Kim Charlson; Judy Dixon; Jennifer Dunnam; and Mary Nelle McLennan. Consultant Rosemary Kavanagh agreed to continue working with this group as we move forward to develop and implement our strategic imperatives.

The planning day completed the fall meeting of the BANA Board.

Respectfully submitted,
Mary Nelle McLennan, Secretary

Appendix

OPEN FORUM

BRAILLE AUTHORITY OF NORTH AMERICA

OCTOBER 29, 2010

Toronto

Introduction

The open forum began at 3:00 p.m. with the introduction of all participants. The group consisted of many transcribers and a few braille readers and teachers.

Frances Mary D'Andrea, chair of BANA's Education and Outreach committee, explained the structure and composition of BANA. BANA Chair Judy Dixon indicated that BANA's decisions are made with broad participation; therefore the decisions are made deliberatively rather than quickly.

Topic 1: Format of Menus

Participants were given a handout containing some examples of different formats for menus. There seemed to be a preference in the group for example 3. Prices on the right margin allow the reader to skim down the page. The hanging indent helps easily move from item to item.

Topic 2: Signage

BANA is working to create a brochure with guidelines for braille sign producers. Participants were asked for their reactions on situations in which there is not sufficient room to braille all of what is in print on a sign, such as on an elevator. In an example like "Main Entrance", should the word "main" be used, or simply the initials "m e"? The consensus was that a substantive word such as Main was clearer than the use of initials.

Correct spacing was also cited as an important factor in clear signage.

In the U.S. contractions are required on braille signage. To assist seniors or others who are still learning braille, the teaching can be tailored so that contractions used commonly on signs are taught.

Next, discussion turned to the example "W.E.B. GRIFFIN SUITE." If there is not sufficient room on the sign to braille this exactly as printed, How should it be shown? Should capitalization be dropped first, or periods, or should words like "suite" be dropped? The problems with each approach were discussed, and the group agreed that for this example, eliminating capitalization was the best first line of defense.

The group also recommended that all signs within a given facility be looked at in relation to one another to ensure consistency/clarity.

Graphic symbols--should a raised star be used, or an asterisk? Participants agreed that a raised star is understandable.

Participants urged care in ensuring that the braille on a sign is not placed upside-down.

Topic 3: Tell It to BANA

This section included discussion of topics generated by the participants. One person urged the elimination of poetry signs—new lines of poetry should simply be started on a new line in braille. It was explained that in literary braille, the poetry sign is used only when it is used in print.

Questions arose about the status of UEB in the US and BANA's position. BANA monitors it by observing committees and receiving updates on the activities of other countries at our meetings. In making decisions, BANA has tried to avoid discrepancies with UEB and other codes currently in use.

The forum adjourned at 4:30 p.m.

Open Forum notes provided by Jennifer Dunnam.